

## Capital Planning Committee Meeting Minutes November 1, 2018

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In attendance:	Joseph Barr Ida Cody Charlie Foskett Phyllis Marshall-Hartman Chris Moore Sandy Pooler Brian Rehrig Barbara Thornton Timur Yontar
Not in attendance:	Stephen Andrew Amy Fidalgo, Management Analyst

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**Meeting Opened:** Charlie Foskett called the meeting to order at 5:13pm. The minutes of the meeting of October 18, 2018 were unanimously approved.

**Guest for Next Meeting:** Steve Nesterak, director of the Facilities Department, will attend the next meeting on November 15. Sandy Pooler asked that if we had specific questions for Steve we should submit them in advance via Sandy or Amy Fidalgo.

**Subcommittee Reports: Administration:** Barbara Thornton, with Ida Cody and Phyllis Marshall-Hartman, presented on the Library, Facilities, Purchasing, Select Board, and Town Manager departments.

A. *Libraries* – (i) The Robbins library needs to undergo major renovations. No requests for FY20 but ~\$7m is requested for FY21-24 and another ~\$1m for FY25-26. Timur Yontar noted that none of this was in our 5-year plan last year. Barbara Thornton said that everyone knew this was coming but they preferred not to submit placeholder figures. Ida Cody asked whether a portion of the costs might be defrayed by a state grant from the Board of Library Commissioners. Brian Rehrig observed that with soft costs the figures are likely to be more like ~\$10m through FY26, gross of any private or state funds.

Phyllis Marshall-Hartman and Charlie Foskett asked for more information about the phasing of the funds; usually this is because of the construction plan. We'll need to know what to authorize when in order to structure the borrowing to fund this.

(ii) Current proposal is to demolish the Fox library and rebuild it, for which a FY24 placeholder of ~\$7m is estimated. The initial design was for a 1-story building but they are also looking at taller designs. Brian Rehrig noted that the memo states that libraries can claim 40-50% reimbursement on eligible design and construction costs from the state – so is the \$7m ask gross or net of this? Joe Barr asked whether there were conversations about what other uses the building might be put to if it's more than 1-story, and would it be a public-private partnership? Charlie Foskett and Chris Moore asked whether there is operating budget to staff the new Fox library, which is currently only partly funded by the Town; they requested more information on the project including a validation of the \$7m placeholder.

(iii) The Robbins library roof parapet is leaking and requires repair, which is a new FY20 request for \$10k.

(iv) The Robbins library exterior requires repointing, which is a new FY20 request for \$100k. Joe Barr asked whether Facilities agreed with the request, which Barbara Thornton affirmed. The committee also requested more information about how the \$100k figure ties to the memo submitted by Andrea Nicolay.

(v) The equipment used to interoperate with the Minuteman Library Network needs maintenance and updating, and the existing schedule in the 5-year plan was extended to FY20. This includes the scanning system but exactly what other equipment is included was not detailed.

(vi) Sweeps – Debated the request to take funds for the library's HVAC pump and repurpose for repointing. Charlie Foskett said that in the past the CPC has been empowered by Town Meeting (TM) to do so but asked if we can make the switch given current state law. Sandy Pooler said if it stays in the same department we probably can, as long as the funds are for comparable scope and useful length, and he noted that we need to adopt a policy; he, Ida Cody, and Phyllis Marshall-Hartman will look at the exact language of past TM votes.

*B. Facilities* – Barbara Thornton first provided some history about the Facilities department and its function, noting that some projects are categorized under Facilities such as those for Town Hall, the Department of Public Works, and some of the schools, whereas others are not and cannot be viewed by the director of Facilities. Sandy Pooler suggested that we all bring Steve Nesterak department-specific questions about Facilities.

There is a 20-year plan for upkeep of Town Hall, budgeted at \$100k per year, albeit with an increase to \$500k in FY24. Charlie Foskett asked why the large increase in that year, and more generally noted that there is no detail on what these funds are to be spent on. Brian Rehrig recalled that a portion of it used to be paid through the Department of Public Works before being switched to Facilities; Barbara Thornton asked whether Community Preservation Act funds could be tapped.

Brian Rehrig noted that the current process, wherein we ask the department heads to speak to Facilities first, then ask the department heads for their capital requests including what Facilities recommends for them, and then double-check with Facilities, seems redundant. Charlie Foskett suggested requiring all department heads to consult with Facilities before entering their capital requests in PeopleForms. Brian Rehrig and Chris Moore countered that Facilities shown "own" all projects pertaining to Facilities, so that (for example) the head of libraries is not being distracted by worrying about repointing. Charlie Foskett replied that Facilities should at least be plugged into the process, and Sandy Pooler suggested asking Steve Nesterak for his views.

*C. Purchasing* – The sole request is for the consolidated (except the Schools) photocopier replacement schedule, slightly changed from the last 5-year plan as well as extended to FY24.

*D. Select Board* – The sole request is for 22 new voting machines, a new FY20 request for \$110k (machines are \$5500 per, not \$600 per as listed in the report).

*E. Town Manager* – The Town's website needs enhancements and the request is for \$5k/year for FY20-24, which is new to the 5-year plan. Charlie Foskett asked for more information about what exactly this is: are they capital expenditures; what's the lifetime; are they licenses? Sandy Pooler stated that it's not for hiring programmers, but he'd come back with more detail.

**Preliminary Votes:** All were unanimous, as follows:

*Facilities* – Hold pending more detail on \$100k/year and why FY24 is \$500k.

*Town Manager* – Hold pending more detail.

*Select Board* – Hold.

*Purchasing* – APPROVE, noting that the numbers are a change from the prior 5-year plan.

*Library* (i) Robbins – Hold pending more detail on Gross vs. Net, Phasing, Soft Costs, and Project scope.

(ii) Fox – Hold pending more detail.

(iii) Parapet – Hold; not in prior 5-year plan.

(iv) Repointing – Hold; not in prior 5-year plan.

(v) MLN – APPROVE.

(vi) Sweeps – APPROVE, but with questions of what may be repurposed under the Municipal Modernization Act.

**Meeting Adjourned:** The meeting was unanimously adjourned at 7:04pm.